

Training Academy

Quarterly Training Flyer



April, May, June
2007

Missouri Department of Corrections
Training Academy - P.O. Box 236 - Jefferson City, MO 65102

**A request for training form must be submitted to the
Regional Training Administrator in your region
for the following inservice training (unless noted otherwise).**

**Applications must be received by the
enrollment deadline to be eligible to attend.**

**Any questions should be directed to the
Regional Training Administrator in your Region:**

Training Academy – Administration

Royce T. Hudson, Chief of Staff Training
P.O. Box 236, 1717 Industrial Drive, 3rd Floor
Jefferson City, MO 64102
Telephone: 573.751.4040

Central Region Training Center (CRTC)

Jim Wiseman, Regional Training Administrator
P.O. Box 236, 1717 Industrial Drive, 1st Floor
Jefferson City, MO 65102
Telephone: 573.751.4040

Eastern Region Training Center (ERTC)

Rebecca Homann, Regional Training Administrator
901 Progress Drive, Suite 101
Farmington, MO 63640
Telephone: 573.218.6171

Western Region Training Center (WRTC)

Jerry Hoffman, Regional Training Administrator
902 Edmond, 3rd Floor
St. Joseph, MO 64501
Telephone: 816.271.3115

DRESS CODE: Per Department Policy D2.12-4 Staff Training, a dress code is in effect while attending training. Please review before attending training.

POLICY STATES: Staff attending training conducted by the Training Academy will adhere to the following dress standards:

1. Staff will be dressed in neat, clean, customary business attire. (Example: dress slacks, dress shirt, dress, skirt, suits, etc.) Department of Corrections issued uniforms are acceptable wear.
2. The following are examples of articles that should **not** be worn to class. This list is not exclusive: athletic clothing, shorts, halter tops, logoed T-shirts, hats, shower shoes, overalls/coveralls, Dress deemed inappropriate is at the trainers' discretion.
3. Special consideration may be made for classes which require staff to perform physically strenuous activities. Attendees will be notified in advance of this training.
4. Staff in violation of this policy will be dismissed from training by the trainer. Notification will be made to their Chief Administrative Officer.

This applies to **all** Department training (Basic, Inservice, and Management) at **all** locations.

Key: JC = Jefferson City PH = Park Hills SJ = St. Joseph SL = St. Louis

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***One of the Four Core Requirements**

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INSERVICE TRAINING

DO NOT APPLY until the Training Opportunity has been posted.



Accomplishing Goals Through Collective Efforts

This class develops a sense of team work in the work place. The impact of building a solid team and becoming a productive team member is encouraged through the use of team building exercises. Individuals will have the opportunity to recognize their potential for team involvement along with exploring their weaknesses within the team. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 3 JC, SJ
April 6 MECC
April 19 SCCC

May

June

June 14 OCC

Addressing the Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act was enacted by Congress in September 2003. This law addresses offender/offender and staff/offender sexual misconduct. This class introduces staff to the law and the impact it has on all staff, offenders and institutional safety and security. The department's emphasis on zero tolerance is explored. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 2 WERDCC
April 3 WERDCC
April 19 SJ

May

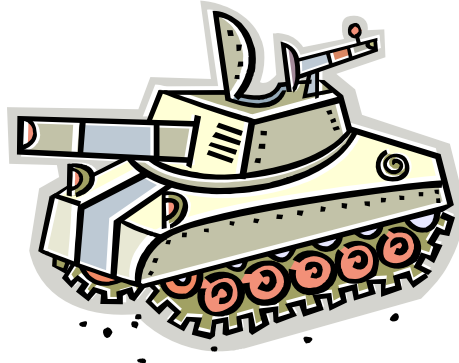
May 15 MCC
May 16 MCC
May 24 ERDCC

June

June 11 JC
June 28 ERDCC

Armed Transportation

This training will provide participants with the skills necessary to correctly apply restraints for offender transportation and will address special security concerns. Other areas addressed will be: The correct use of firearms for offender transportation and the use of force aspects, “shoot-don’t shoot situations” and weapon retention; Practice of relative positioning when providing armed and unarmed escorts, advanced defensive tactics, weapon disarming and retention techniques for handguns and long guns, and will provide guidance for using restraints and searching in high risk situations; Proper methods to safely and securely transport offenders on out-counts and the dynamics and diversity of out-counts. (22 Hours)



CLASS DATE(S) AND LOCATION(S):

April

April 9-11 Farmington
April 10-12 JC

May

May 15-17 JC

June

June 4-6 Farmington
June 12-14 JC

Assessment, Intervention and Relapse: Addressing Substance Abuse

This class begins where the Chemical Dependency Inservice class leaves off. This Inservice class focuses on the human aspect of substance abuse. Examined will be how to recognize a possible problem, what to do about the problem, and how to recognize if a person is relapsing into a lifestyle of use. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 17 SJ

May

June

June 1 JC



Caseworker — Mental Health Issues

This program will provide insight into the aspects of offender mental health issues that may impact the job of a caseworker. The types of mental illness, learning disabilities and behavior disorders will be explored. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 5 SJ
April 16 Farmington

May



June

June 26 Farmington

Caseworker — Offender Complaints



Provides Correctional Caseworkers a basic understanding of the legal aspects, and Department policies and procedures of the grievance process, and the skills necessary to carry out their responsibilities. This class is for CSTs, CCAs and CWAs only. (4 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

June

May 11 Farmington, SJ June 26 JC

Caseworker — Substance Abuse and Dependency

The caseworker can play a vital role in the life of an addicted offender. This module will provide information about the disease concept and addiction characteristics. This class is for CSTs, CCAs and CWAs only. (4 Hours)

CLASS DATE(S) AND LOCATION(S):

April

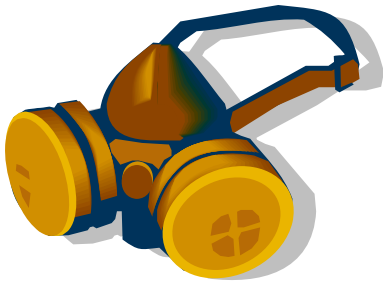
May

June

May 11 SJ



Chemical Agents and OC Training for Trainers



This instructor certification program provides instructor candidates with the expertise needed to train staff in the use of chemical munitions. Chemical Agents Instructor Training provides instructor candidates with practice in both presentation skills and practical application of munitions usage. Areas addressed in this module are: Compare and contrast chemical agents and pepper spray; Application of chemical agents and pepper spray using multiple deployment methods; Calculating the correct amount of chemical agents to disperse; Use of chemical agent equipment; Classroom presentation skills; and Range deployment skills.

This program is presented by Training Academy staff who have been certified as instructor trainers by Defense Technologies, an Armor Holding company. Recertification for this program is required every 2 years. (24 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 9-11 JC

May

May 15-17 Farmington

June

Chemical Dependency

This course provides departmental staff with an insight into the chemical dependency and our responsibilities in supervising offenders who are involved with their use. Staff will explore how their personal biases can impact their supervision of a substance abusing offender; look at how addiction can impact the major life areas of the offender; and explore the different characteristics of drugs that offenders may abuse. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

May 4 JC
May 9 SJ

June

June 21 Farmington



Choices: Meeting the Ethical Challenge

This program is designed to address ethics and professionalism as they relate to DOC's Code of Conduct. We will examine how ethics affect job performance as well as the correctional image. (8 Hours)



CLASS DATE(S) AND LOCATION(S):

April

April 6 JC
April 18 SJ

May

May 24 Farmington

June



Continuing Excellence in Service

This is a customer service based program which allows participants to identify who our customers are and how their job can be made more effective through improved service. It examines customer service situations, the needs and expectations of these customers, and how our personal paradigms affect the quality concepts of the customer. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

May 3 SJ
May 23 JC

June

June 6 Farmington

Courtroom Preparation and Testimony

Going to court may be something that you do as an everyday aspect of your job or it may be a task that will only occur occasionally during your career. Regardless of the frequency, how you conduct yourself will reflect on your credibility and the credibility of this Agency. This program will explore the courtroom and the behavior that should be exhibited when testifying. Performance objectives which address proper courtroom testimonial demeanor, basic preparation techniques and witness' responses to questioning, providing guidance through this interactive program. (8 Hours)



CLASS DATE(S) AND LOCATION(S):

April

April 25 JC

May

May 4 Farmington
May 31 SJ

June

Criminal Thinking



This module provides staff with the opportunity to explore the reasons that the offenders are responsible for becoming incarcerated. In this program staff will examine offender typologies, and criminal thinking errors. Causal factors are also examined and their impact on criminal thinking and behavior. The tools that an offender uses to manipulate will be discussed and participants will explore options in addressing these behaviors. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 3 ERDCC
April 17 JC, ERDCC
April 24 ERDCC

May

May 15 ERDCC
May 22 ERDCC

June

June 5 ERDCC
June 12 ERDCC
June 26 ERDCC

Cross Gender Communication

This class will examine the differences between communication styles for both genders and discuss ways for improving communication between genders. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 5 WERDCC, ERDCC
April 25 SJ
April 26 ERDCC

May

May 3 WERDCC
May 17 ERDCC

June

June 7 ERDCC
June 13 SJ
June 14 JC, ERDCC
June 21 OCC

Deception Detection

This course is designed to provide guidelines for an effective interview or interrogation. It includes the interview room, interviewer style and manner, and insight into the person's truthfulness through body language (kinesics) and speech patterns. This course is targeted toward Probation & Parole and institutional staff responsible for interviewing offenders/clients. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

May 1 JC
May 9 Farmington

June



Defensive Tactics Break Away Techniques

Defensive Tactics safety precautions, basic principles, distraction techniques, and break away techniques, taught to non-custody staff who want to be able to get away from an offender, attacks, grabs, etc. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 13 ERDCC

May

May 1 SJ

June

June 6 JC

Defensive Tactics Training for Trainers

This instructor certification program provides candidates with information necessary to present the agencies basic defensive tactics course. Requirements for this instructor course are: Demonstrate proficiency with all defensive tactics in the Basic Defensive Tactics program; and Make a five minute presentation meeting the standards set by the Training Academy.

Participants will have several opportunities to practice and present as they assume the role of the instructor throughout the program. Successful completion of this program is required of all new instructors. Recertification is required every two years. *Prerequisites: Defensive Tactics (Hard Skills Class) (40 Hours)*

CLASS DATE(S) AND LOCATION(S):

April

April 9-13 SJ
April 16-20 Farmington

May

June

June 18-22 JC

Evidence Collection and Crime Scene Preservation

This program provides participants with the basic rules of evidence collection and the proper procedure for crime scene preservation while ensuring the safety of staff. Through practical application staff will differentiate between contraband and evidence, and will complete all necessary paperwork to facilitate an investigation. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 24 Farmington

May

May 22 OCC
May 23 OCC

June

June 7 SJ
June 12 JC
June 19 Farmington
June 26 ERDCC



Exploring MDOC Use of Force Issues

Completely redesigned, this program examines the continuing issue of the application of force within the Criminal Justice System. This course allows participants to explore force issues that are specific to our agency and provides them with opportunities to: Determine the appropriate level of force to be used according to the Use of Force Continuum; Analyze the concepts of Offender Abuse and Duty to Report abuse as directed by Missouri State Statute and Department Policy; and Determine how Justification, Imminent Jeopardy and Preclusion apply to use of force situations. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 4 Farmington
April 6 JC

May

May 4 JC
May 10 SJ

June



FATS and Firearms Skill Enhancement

This training includes practical training on the FATS video simulator. Weapon handling skills include weapon retention, close combat shooting techniques and as applicable, transition from gun point to handcuffing. This opportunity is for institutional E-Squads, C-Star, dog teams, tower officers, perimeter patrol and any other specialize unit in the institution. **DO NOT send training applications – participants will be selected by the Institutional Training Officer (ITO).** Additional dates can be requested through your ITO. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 12 Farmington
April 20 SJ
April 23 JC

May

May 18 SJ

June

June 8 JC
June 15 SJ
June 21 Farmington



FATS - Basic Firearms Development

This firearms training is designed to give the student the basic fundamentals of marksmanship for a Semi-automatic pistol, AR 15 Rifle and Shotgun using the Firearms Training Simulator (FATS). This training will be available to staff who are experiencing trouble in the areas of proper shooting skills, shot placement, and overall firearms proficiency. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 6 SJ
April 9 JC
April 11 Farmington

May

May 4 SJ
May 7 JC

June

June 1 SJ
June 4 JC
June 20 Farmington

FATS for E-Squad Members

This training will prepare the participant for proper use of force through their involvement in mock shooting situations and prepare them mentally for realistic shooting situations under stress utilizing the FATS video simulator. This training will also address safe weapon handling during close combat shooting and as applicable, transition from gunpoint to handcuffing. (2 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

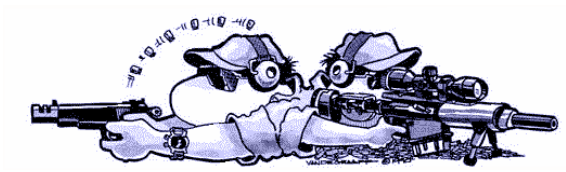
May 7 PCC
May 8 PCC

June

June 27 MECC
June 28 MECC



Firearms Training for Trainers



Through a combination of classroom presentation and demonstration instructor candidates will be provided training necessary to present the MDOC DAI Basic and Annual Firearms

program. This program will require instructor candidates to make multiple classroom presentations, provide trainer demonstrations relating to the agency firearms, and complete a written and proficiency test with a minimum score of 80%. At the conclusion of the course, instructor candidates are expected to always employ the four universal safety rules, model use of force options in accordance with policy, and transfers knowledge of the fundamentals of marksmanship to staff so that they can meet the MDOC firearms qualification requirements. (40 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 23-27 SJ

May

May 21-25 JC

May 28 – June 1 Farmington

June

First Aid / CPR / AED Instructor Course

Instructor candidates are introduced to the history, structure and activities of the American Red Cross. Instructor candidates learn the policies and procedures of the American Red Cross to ensure course consistency, quality, and appropriate reporting. Instructor candidates will learn to teach First Aid/CPR/AED along with other American Red Cross courses. Must teach a class every calendar year to stay certified. *ARC Course Code # 3010 and #32491* (22 Hours)

CLASS DATE(S) AND LOCATION(S):

April

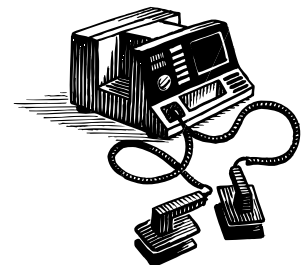
April 18-20 JC

May

May 1-3 Farmington

May 23-25 SJ

June



Gender Issues: A New Millennium - Refresher



This is a refresher course from Basic Training. While traditional work roles are becoming a thing of the past, the struggle to understand one another in the workplace continues. This program analyzes the barriers to gender communication and explores ways to overcome these barriers. It also examines the impact of gender interaction in the workforce and allows

participants the opportunity to determine how these interactions benefit our organization. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

June

June 26 Farmington

Interacting With the Special Needs Offender

While refreshing the participant with basic information, this program has new exercises and additional aspects that relate to the special needs of offenders. Offenders who have special needs do require attention that may be different from the general offender population and a key to this attention is how the staff and offender interact. This module explores communication skills that may assist staff when interacting with offenders who have special needs. Also examined in this module are the needs of elderly and youthful offenders and how interaction with these offenders can be improved. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

June

April 3 SJ
April 23 SCCC

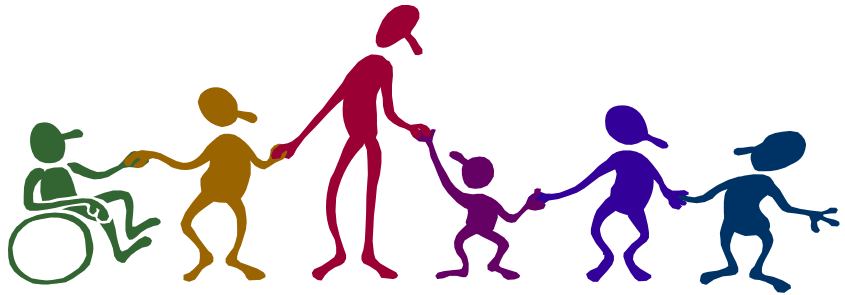
May 18 JC

June 1 JC



Managing Diversity—A Natural Bridge - Refresher

This is a refresher course from Basic Training. This program examines organizational diversity and how the Department of Corrections can create a common organizational



culture where there is enough glue in the goals, values, and expectations to hold the group together. Topics include understanding what managing diversity is, increasing awareness of cultural differences, understanding and managing behaviors in response to these differences and learning skills that support effective human interaction. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

June

June 12 SJ
June 20 Farmington
June 22 OCC

Managing Staff / Offender Relationships

What type of relationship do you have with the offenders that you supervise? How staff maintain their relationships with the offenders they supervise is a critical part of Corrections. A refresher course, this program explores the relationships that develop between staff and offenders and how those relationships should be maintained. It also examines how offenders can manipulate staff by targeting their unfulfilled needs. Attending this program will give you a clear picture of how your “staff/offender relationships” are progressing. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

June

May 15 SJ
May 24 JC

MO DOC Career Planning



Staff within the Missouri Department of Corrections are the most valued resource for effectively meeting the Department's mission. Experienced staff are the backbone of the Department. This class will encourage staff to look toward the future by setting career goals and being prepared to reach those goals within the Missouri Department of Corrections. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 4 JC

May

May 4 SJ

June

MRP - A New Direction

Based on the national pilot, "Transition from Prison to the Community", this module will provide participants with an overview of the Missouri Reentry Process and how it is designed to assist offenders with the reintegration back into the community. Addressed are the different phase that the offenders will move through, the concepts that are being used to assist them and the role that staff will play in this process. (4 Hours)



CLASS DATE(S) AND LOCATION(S):

April

April 13 Farmington

May

May 11 JC
May 18 Farmington

June

June 5 SJ
June 8 Farmington

P&P Clerical Safety Training



This program is designed to provide clerical and other support staff with basic safety awareness and prevention information to utilize while working in a Probation and Parole field office. Participants will explore how to implement measures to increase safety in the workplace and address general office-related dangers. Participants will be given an opportunity to formulate alternatives and practical prevention techniques for safety situations presented. (4 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

June

June 22 SJ

Peer Action Care Team (PACT)

The issues of violence and victimization in correctional setting can differ significantly from similar issues in the free society. The attitudes of co-workers and administrators affect the progress of someone working on reconstructing his or her emotional life after a traumatic event. This multi-day program prepares staff to assume the role of a peer responder who will provide immediate support in the form of information, assistance and referrals to community resources in the aftermath of a trauma-related event. This helps reduce the long-term problems that can affect our staff. Participants for this program must go through an interview process conducted by the Workplace Violence Coordinator. (26 Hours)



CLASS DATE(S) AND LOCATION(S):

April

May

June

May 14-17 SJ

PR-24 Instructor Course



This program provides instructor candidates with the skills necessary to present the 24 hour PR-24 Baton Certification Course. Participants involved in this training program must meet the following completion requirements: Demonstrate a high degree of proficiency in basic and advanced techniques utilized with the Monadnock PR-24 side handle baton; Successfully complete a written test; Successfully complete a training presentation which relates to the material from the PR-24 Baton Certification Course. This program is open to all Correctional staff but candidates must have successfully completed and be current in the PR-24 Baton Certification Course. (24 Hours)

CLASS DATE(S) AND LOCATION(S):

April

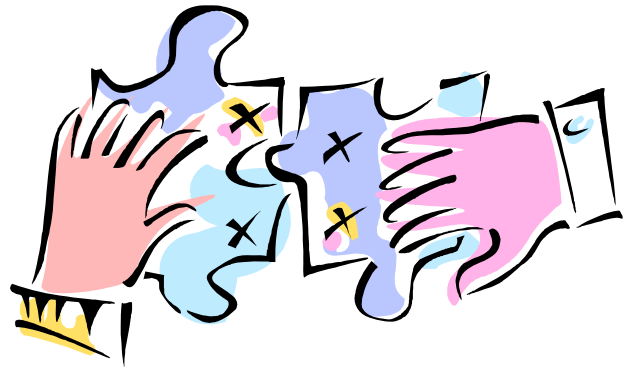
May

June

May 23-25 Farmington

Putting the Pieces Together With Restorative Justice

Restorative Justice is an alternative to the current way of thinking about crime and criminal justice. This program explains Restorative Justice concepts, its stakeholders, and how this strategic issue can impact our department. (8 Hours)



CLASS DATE(S) AND LOCATION(S):

April

May

June

April 24 SCCC

June 19 SJ

Quality Reports

This course covers the importance of written communication and the various types of reports used. Each type of report is important and some are critical to our work and require time and effort. Composition or technical writing courses taught in colleges and high schools do not adequately prepare people for the specialized writing required in corrections. By giving instruction on how to write good reports, the aim of this course is to serve the needs of correctional staff members that receive reports. (6 Hours)



CLASS DATE(S) AND LOCATION(S):

April

April 12 JC

May

May 22 SJ

June

Riots and Disturbances



This course includes distinguishing between the different types of hostage takers, the roles and qualities of an effective negotiator and psychological syndromes inherent within a situation of this nature. It also covers survival techniques if you are taken hostage. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 23 JC

May

June

June 6 SJ



Security Threat Groups

This program will provide participants with an enriched knowledge of threat groups, both on the street and in the correctional facilities. It explores the motivating factors that encourage threat group participation, recruitment efforts and the criminal activities that these groups may be involved. Staff will have the opportunity to examine the threat group identification characteristics and management strategies. (8 Hours)

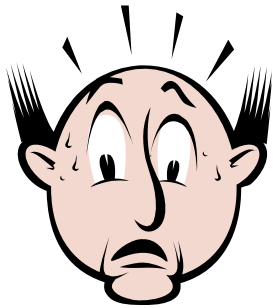
CLASS DATE(S) AND LOCATION(S):

April

May

June

May 16 JC



Sexual Harassment Issues

This seminar will help employees develop skills for successful interaction with the opposite gender. It will also assist staff in identifying terms, risks, and the impact of sexual harassment in the workplace. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

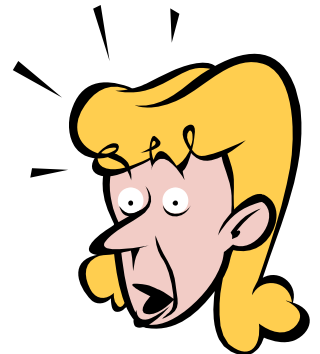
May

June

April 24 JC

May 25 Farmington

June 19 JC



Staff Liability Issues

This class explores the impact of constitutional laws on correctional staff in the performance of their duties. Staffs' responsibility to the offenders under their supervision, security issues, and staff immunity is examined by providing case studies to be analyzed. While the information covers the same amendments as in the Basic Constitutional Law class, the case studies shed new light on possible consequences to staffs' actions. (8 Hours)



CLASS DATE(S) AND LOCATION(S):

April

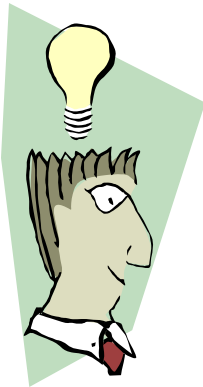
May

June

May 15 JC

June 7 Farmington
June 28 SJ

Staff Survival & Success - Refresher



This is a refresher course from Basic Training. This class is designed to show staff some of the factors involved in developing and maintaining a survival attitude. The program will cover the attitude and tactical mistakes staff members can make while working in a correctional setting. In addition to survival techniques this module will explore strategies to design a successful career path, examining the many positions available to those who enter the correctional field. (4 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

June

April 6 ERDCC
April 27 ERDCC

May 18 ERDCC
May 25 ERDCC

June 8 ERDCC
June 15 ERDCC
June 29 ERDCC

Standard First Aid/AED

Includes First Aid and CPR (formerly #L10086). This class gives individuals in the workplace the knowledge and skills necessary to recognize and provide basic care for injuries and sudden illnesses, including using an automated external defibrillator for victims of sudden cardiac arrest, until advanced medical personnel arrive and take over. *ARC Course code #32410* (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 4 JC

May

June



Stress Management



This workshop will provide the employee with information on handling the many stressors people confront each day and how to best minimize the impact stress can have on the body. How to identify burn out. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 20 SCCC

May

May 15 JC
May 16 Farmington

June

June 13 Farmington
June 15 OCC
June 20 SJ

Suicide Intervention / Prevention - Refresher

This is a refresher course from Basic Training. This course provides information on recognizing a potentially suicidal offender. Warning signs, reasoning and preventive techniques to be used by staff are also covered. (4 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

May 24 SJ

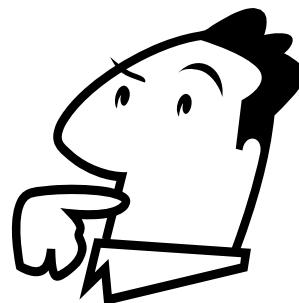
June

June 14 Farmington

The Power of Communication



Language is power. Think about your typical day at work. How often do you speak to someone? How often does someone speak to you? Is that communication effective? This one day program provides participants the opportunity to analyze basic communication skills and personality types, examining how they impact peer interaction. It also allows participants to evaluate how interpersonal conflicts can impact our decision making process and what approaches can be taken to resolve this conflict. (6 Hours)



CLASS DATE(S) AND LOCATION(S):

April

May

June

May 2 JC
May 29 SJ

The Profession of Corrections - Refresher



This is a refresher course from Basic Training. Professionalism, customer service and ethical behavior are the focus of this program, as participants work together through situational exercises to discover the requirements of the Missouri Department of Corrections. The five step decision making model is introduced and allows participants to apply the concepts addressed in this module. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

June

June 25 SJ

Trainer Skills Development



This course is designed for anyone who conducts any type of training program. It is full of ideas to enhance any training presentation and will give the trainer more direction and confidence. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

May

May 10 Farmington

June

June 6 JC

June 14 SJ

June 27 Farmington

Verbal Judo - Refresher

This refresher course is from Basic Training. It encourages staff to strive to seek a peaceful and positive resolution to verbal confrontation before it escalates into a physical encounter, using empathy, professional integrity, and mediation. Guidelines for developing skills in tactical and professional communication are set while putting responsibility for behavior in its proper perspective. (16 Hours)



CLASS DATE(S) AND LOCATION(S):

April

May

May 1-2 SJ

June

Verbal Judo Skill Building



Using the theories and principles explored in the foundational skills covered in Basic Training, this eight hour program allows participants an opportunity to refresh their Verbal Judo skills through additional practice. Using communication skills to seek a peaceful and positive resolution to verbal confrontations before it escalates into a physical encounter, is the true focus of this concept. Tactical and professional communication concepts are set as the focus to put responsibility in its proper perspective. ***Basic Verbal Judo is a prerequisite to attend this training program.*** (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 11 JC

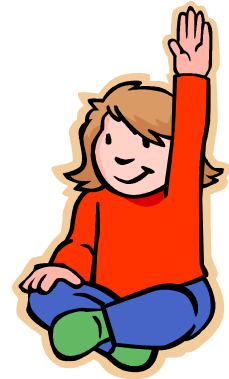
May

June

June 21 SJ

Volunteers in Corrections (VIC)

This is a mandatory class for volunteers and interns working for the Missouri Department of Corrections. This class gives an overview of the department, professionalism guidelines, how to avoid being set-up by the offenders, dynamics of staff/offender relations, and information on infectious diseases. (6 Hours)



CLASS DATE(S) AND LOCATION(S):

April

April 14 Farmington

May

May 12 Farmington
May 19 JC

June

June 2 StL
June 9 JC
June 19 SJ

Working With Female Offenders

This program examines current trends in programming for the female offender. This class will deal with special needs, interpersonal communication, crisis intervention and other unique problems encountered when working with female offenders. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 4 WERDCC
April 16 Farmington

May

May 2 WERDCC

June



THE MANAGEMENT TRAINING RULE

Who is covered?

Supervisors, managers and executives in state agencies. Does not include elected officials and institutions of higher learning.

What is Required?

Forty hours of training the first year. Sixteen hours of continuing development annually thereafter.

How does it happen?

Each department will establish procedures, implement and administer the guidelines for training personnel in the positions defined in the rule. These rules are outlined in D2-12.3 - Management Training.

What are the benefits?

Development is tailored to each job; Direct link between training and results; Increased return on investment.

What programs?

Programs are based on the following 24 competencies:

Accountability	Integrity	Self Direction
Computer Literacy	Mediating	Strategic Thinking
Creative Thinking	Mentoring	Team Work
Customer Service	Negotiating	Technical Knowledge
Decisiveness	Political Awareness	Verbal Communication
Financial Management	Perceptiveness	Vision
Flexibility	Planning	Written Communication
Influencing	Problem-Solving	Workforce Management

A complete copy of the Management Training Rule (1CSR20-6.010) is available on the Office of Administration / Division of Personnel web page, <http://www.training.oa.mo.gov/comprule.htm>, or through the Training Academy.

MANAGEMENT TRAINING

DO NOT APPLY. Participants are selected by the Regional Training Centers for the following courses. **Attendance is mandatory.** Any questions should be directed to the Regional Training Administrator.

****One of the Four Core Requirements***

*****Elective or Continuing Education Requirements***

Basic Supervision*

In this session, participants gain new insights into developing effective managerial techniques. Topics covered include: the role of the manager; expectations; the four basic managerial skills (planning, organizing, directing and controlling); and work with your boss. Designed for managers who have not had previous training in management methods. (16 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 18-19 WERDCC

May

May 2-3 SCCC, SJ
May 14-15 Festus

June

June 20-21 Spfd
June 28-29 JC

Coaching & Redirecting**

This program is designed to help managers develop the skills and confidence to address employee performance and behavior problems early, before there is a profound effect on the job. Participants learn how to conduct a Leveling meeting with the employee, how to work with the employee to identify the problem and develop solutions. The emphasis is on techniques that managers can use to help the employee throughout the improvement process. To be presented in conjunction with *Motivation*. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 25 Festus

May

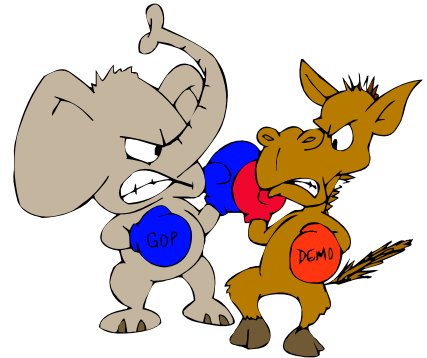
May 16 SJ

June



Conflict Management**

This workshop is designed to provide managers with a practical guide to conflict management. Topics included are: analyzing the root of conflict; techniques for approaching conflicting parties; emotional aspects of conflict; and strategies for resolving conflict. (16 Hours)



CLASS DATE(S) AND LOCATION(S):

April

April 11-12 SJ
April 30 – May 1 MECC Staff Only

May

May 30-31 ERDCC Staff Only

June

June 13-14 Festus

Employee Performance Planning and Appraisal*



In this workshop managers will learn to use the Employee Performance Planning and Appraisal system as a performance management technique. The course content includes: elements of the system; developing components and expectations; documentation; and determining and communicating the rating. In this workshop managers will learn to use the Employee Performance Planning and Appraisal system as a performance management technique. The course content includes: elements of the system; developing components and expectations; documentation; and determining and communicating the rating. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 4 SJ
April 9 ERDCC Staff Only

May

May 16 Festus
May 22 JC

June

Family Medical Leave Act (FMLA)**

This lesson plan is designed to give supervisors and managers a basic overview of the Family Medical Leave Act (FMLA). It is intended to provide the necessary information to incorporate its purpose and benefits into the workplace and to ensure supervisors and managers correctly communicate and interpret the law to employees. (8 Hours)



CLASS DATE(S) AND LOCATION(S):

April

April 24 Festus
April 27 SJ

May

May 15 Wentzville
May 10 JC

June

June 7 SJ
June 20 SJ

Insights Basics**



Insights is a program designed to help you develop an understanding of your self and how you are seen by others. Prior to the class, participants will be required to take a 25 question self-assessment test. The test can be taken in paper form or on-line. During the class you will be provided with your profile and an interpretation of the results. 'Insights' will help you recognize others' behavioral styles and learn how to communicate and respond more effectively to their needs. It will provide the opportunity to explore strategies for dealing with different or "difficult" people. Ultimately, the goal is to use the information to communicate better with co-workers and build teamwork through greater understanding and acceptance of each other. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 4 JC
April 24 Union
April 25 Union

May

June

June 6 SJ
June 21 SJ

Interviewing and Staff Selection Tools**



This course is designed to raise the awareness of legal considerations that are present in the interviewing and staff selection process. It also prepares participants for their involvement in the process by explaining the steps involved and giving them opportunities to practice the skills necessary to be a successful interviewer. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 3 SECC Staff Only

May

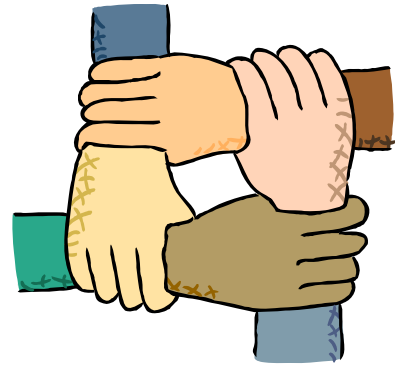
May 9 SJ

June

June 5 JC

Managing a Diverse Work Environment*

This lesson is specifically designed to meet the needs of supervisors who are expected to address the implications of all types of diversity at their work place. The dynamics of communication, intervention and coaching are all examined in this program with suggestions for application in diversity situations. (8 Hours)



CLASS DATE(S) AND LOCATION(S):

April

May

May 22 Festus
May 29 SECC Staff Only

June

June 13 SJ
June 26 JC

Managing a Multi-Generational Workforce**



This program will provide participants with an opportunity to examine the motivational factors of the different generations that makeup today's workforce. Participants will explore the work habits and desires of each generation, discussing how to best meet them as a manager. (8 Hours)



CLASS DATE(S) AND LOCATION(S):

April



May

May 2 Festus
May 16 WERDCC
May 24 MCC
May 30 SJ

June



Motivation**



This course assists the manager in developing and maintaining a motivated environment by increasing awareness of employee needs. Objectives for this workshop include a review of motivation theories, an investigation of the manager's role in the motivation process and the preparation of a motivation action plan. To be presented in conjunction with *Coaching and Redirecting*. (8 Hours)

CLASS DATE(S) AND LOCATION(S):

April

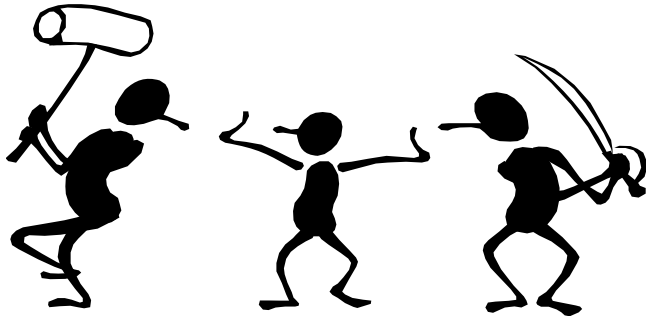
April 10 ERDCC Staff Only
April 11 Festus

May

May 17 SJ

June

Supervising a Harassment Free Work Environment*



This program is designed to educate management staff in the prevention, recognition, intervention and correction of harassment in the workplace. The focus is not only on “stamping out” harassment in the workplace, but also on developing a more professional staff member

capable of making good decisions when faced with the tough issue of harassment. (6 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 12 JC

May

May 23 Festus, SJ

June

Supervisory Liability**

This workshop provides a basic understanding of the liability inherent in your job as a manager and emphasizes managing the workforce responsibility in order to minimize legal difficulties. Topics included are: the EEOC; popular lawsuits and why they are popular; civil liabilities; employment liabilities; vicarious liabilities; defenses against litigation; assumption of risk and contributory negligence; and internal paperwork vs. litigation. (8 Hours)



CLASS DATE(S) AND LOCATION(S):

April

April 10 JC

May

May 30 JC

June

Team Building**

An effective team leader must keep a diverse group of people working together effectively as a team. This program outlines the stages of team development and covers the skills necessary to unite a team, set goals, identify team members' personalities, motivate team members, and understand group dynamics. (16 Hours)

CLASS DATE(S) AND LOCATION(S):

April

April 18-19 SJ

May

May 10-11 SECC Staff Only
May 31 – June 1 JC

June

June 12-13 NECC
June 21-22 ERDCC Staff Only



NEW STAFF TRAINING

Staff will be scheduled to attend Basic Training on an ongoing basis.
Contact your Regional Training Administrators with questions.

Basic Training



Every employee of the Department will be required to attend this two-week session. **ALL** Division staff will be combined and will attend in their specific training region.

CLASS DATE(S) AND LOCATION(S):

April

March 26 – April 6 JC, PH, SJ
April 9-20 JC, PH
April 23 – May 4 JC, PH, SJ

May

May 7-18 JC, PH
May 21 – June 1 JC, PH, SJ

June

June 4-15 JC, PH
June 18-29 JC, PH, SJ

Institutional Basic Training

All staff employed within an institution (except institutional parole officers) will attend this training immediately following Basic within their training region. Institutional Parole Officers will have the option to attend this training upon request after completion of their Probation and Parole training.

CLASS DATE(S) AND LOCATION(S):

April

March 26 – April 6 JC, PH
April 9-20 JC, PH, SJ
April 23 – May 4 JC, PH

May

May 7-18 JC, PH, SJ
May 21 – June 1 JC, PH

June

June 4-15 JC, PH, SJ
June 18-29 JC, PH

Probation and Parole Basic Training

This three week training is for all Probation and Parole Officers. This training will be scheduled to immediately follow Basic Training once a quarter in the east and west.

CLASS DATE(S) AND LOCATION(S):

April

April 9-27 StL

May

June

June 4-22 KC

Note: All courses are subject to rescheduling due to lack of participants. Notification of changes will be forwarded.



Superiority

The truth is that there is nothing noble in being superior to somebody else. The only real nobility is in being superior to your former self

-Whitney Young (1921-1971) Civil Rights Leader